

March 29, 2012

To the Chief Executive Officer of the Licensed Check Casher Addressed:

Enclosed are the instructions for the renewal of your company's check casher license(s). Please note that the renewal process and requirements differ from prior years.

Starting on April 16, 2012, the Massachusetts Division of Banks (Division) will begin using NMLS to manage check casher licenses. NMLS is a secure, web-based system created by state regulators to provide efficiencies in the processing of state licenses, enhance consumer protection, and to improve supervision of state regulated industries. Through NMLS, companies maintain a single record which they use to apply for, maintain, renew, and surrender license authorities in one or more states. NMLS also contains functionality for the electronic submission of financial statements, credit reports and other documentation.

Going forward, through NMLS, your company will be required to renew your license(s), amend your licensing information, and apply for branch licenses conveniently and safely online. As a requirement to renew your company's license(s) this spring, you are required to complete the transition of your license(s) onto NMLS prior to the license expiration date of June 1, 2012. You will also be required to pay for your renewal electronically through NMLS, and paper checks will no longer be accepted by the Division. As such, you will see that no invoices or renewal worksheets are enclosed. You are also no longer required to complete the License Renewal Application form. The system will serve to reduce the documentation that you have previously had to mail to the Division.

More information about NMLS can be found on the NMLS Resource Center at <http://mortgage.nationwidelicensingsystem.org>. The NMLS Resource Center is a valuable tool for licensees and applicants. It provides step-by-step instructions on how to access the system, guides on how to complete the forms, each state's transition plans and requirements, tutorials, current and future participating states, system alerts, system processing fees and general background information. **Additionally, if you have technical questions on how to use the system, you may contact the NMLS Call Center at (240) 386-4444.**

How to Access NMLS

Go to the NMLS webpage at: <http://mortgage.nationwidelicensingsystem.org>

In order to gain access to NMLS for the first time you must complete a ***Company Account Request Form*** and identify a *Primary Account Administrator* and a *Secondary Account Administrator*. Once you complete and submit this form, the *Primary Account Administrator* will receive NMLS login information within 3 business days. The *Primary Account Administrator* for your company will have full rights to (1) access the

system, (2) submit information to this Agency and other participating state regulators, and (3) set-up other company users in the system.

Instructions and tutorials on how to access and use NMLS are also available on the [NMLS Resource Center](#).

How to Transition onto NMLS

Each licensed check casher must create a company record in NMLS and branch record(s) for each branch holding a check casher license. This requirement replaces the License Renewal Application form. Between April 16, 2012 and May 31, 2012 your company must submit license transition request(s) to the Division through NMLS by filing a Company Form (Form MU1) and a Biographical Form (Form MU2) for each control person. Additionally, for each branch holding a check casher license, you must complete and submit through NMLS a Branch Form (Form MU3) between April 16, 2012 and May 31, 2012.

It is crucial that you have your check casher license number(s) available when completing and submitting your Company Form and Branch Form(s) through NMLS. You must input your license number(s) when prompted by the system. If you fail to do so, the system will assume you are a new applicant and you will be charged the corresponding fees. You may find your company's license number(s) on the Division's website at www.mass.gov/dob, by clicking on "[Find a Licensee](#)".

Please note that if your company wishes to amend its licensing information or apply for a branch on or after April 16, 2012, you must complete these actions through filings in NMLS. **Paper applications or licensing amendment notifications will not be accepted by the Division after March 30th.**

Costs

The renewal fee that your company will be required to pay electronically for each check casher license you renew and transition onto NMLS is **\$500**. All fees paid are not refundable. This year, the expiration date of check casher licenses in Massachusetts is being changed to December 31st. Upon the Division's approval of your company's renewal, you will be issued seven-month license(s) with expiration date(s) of December 31, 2012. In November and December of this year, you will be required to complete a very streamlined renewal process as a condition to be issued a twelve-month license for the year ending December 31, 2013. More information regarding this later process will be provided to licensees in the fall.

NMLS will annually charge a processing fee of \$100 per company license, and \$20 per licensed branch location renewed through the system. There is no processing fee to submit a new branch application or to transition your existing license(s) onto NMLS this spring. Licensed check cashers will not pay any NMLS processing fee(s) until they renew their licenses subsequently this fall for the year ending December 31, 2013. These processing fees pay for NMLS' operations, including licensee system access 362 days per year, ability to maintain, renew and run reports on your licenses, and NMLS Call Center support.

Additional Massachusetts Renewal Requirements

In addition to submitting a complete Company Form, Biographical Form(s) and Branch Form(s) filings to the Division through NMLS, there are additional requirements your company must meet in order to renew its license(s) this spring, prior to the June 1, 2012 license expiration date. Your company must:

- Upload into NMLS the licensee's audited or reviewed financial statements, prepared by an independent certified public accountant in accordance with generally accepted accounting principles (GAAP), for the licensee's most recent fiscal year end.
- Mail to the Division current information regarding the licensee's fidelity bond, if applicable.
- Mail to the Division a separate and notarized [CORI REQUEST FORM](#) and copy of a photo ID, required to be completed by Owner/ Officer/ Director and Branch Manager of the licensee, along with one [CORI Addendum Sheet](#) for your company.
- Mail to the Division, a current copy of the licensee's Fee Schedule and hours of operation for each licensed location.
- Ensure that the licensee's registration as a Money Services Business (MSB) with the Internal Revenue Service (IRS) is active. The licensee does not need to mail a paper copy of the current registration to the Division.
- Ensure that the licensee has filed its 2011 Corporation/LLC Annual Report to the Massachusetts Secretary of the Commonwealth. The licensee does not need to mail a paper copy of the filing to the Division.

You will see these additional requirements are reiterated on the NMLS website via the "[Massachusetts Check Casher License Transition Checklist](#)", and this letter with active links may also be found on the Division's website at www.mass.gov/dob, by clicking on "[Apply for or Amend a License](#)" and following the links.

In summary, in order to renew your company's license(s), you must transition your company's license information onto the NMLS by May 31, 2012, and also fulfill the requirements listed above on this page. Failure to meet these requirements by to June 1st will affect your company's ability to conduct business in Massachusetts. Transition filings received after June 1st will be considered as new applications, and will require all documents required of new applicants and an Investigation Fee of \$300.00. I recommend that you complete all renewal requirements in advance of the deadline, in order for the Division to process and approve your company's renewal prior to the expiration date.

If you have any questions regarding the license renewal requirements, please contact Pamela Kaufman at (617) 956-1500, extension 554, or by e-mail at Pamela.Kaufman@state.ma.us. If you have questions specific to NMLS, please contact the Division's licensing staff by phone at 617-956-1500 ext. 351, or send your questions via email to nmls@state.ma.us

Sincerely,

Tiffany J. Fowlie
Deputy Commissioner
Non-Depository Institution Supervision